

Date: January 23, 2008

To: CRS Title 32, Article 1 Special District Officials

Re: Election "TO DOs" for February

*"Voting is the least arduous of a citizen's duties. He has the prior and harder duty of making up his mind."  
-- Ralph Barton Perry*

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**February 1:** File with DLG updated informational list of all contracts in effect with other political subdivisions, including names of the contracting political subdivisions, the nature of contract, and expiration date thereof (CRS 29-1-205). Attention the list to: Don Merrion, Division of Local Government, 1313 Sherman St., Rm 521, Denver CO 80203.

**February 5:** Special Election Day for special districts, CRS 32-1-103(21)

**February 6:** Prepare candidate packets (Cover Memo From District with Crucial Deadlines, Lot Drawing information, General information about the district, what will be expected of a director of the board, meeting dates, times, position pay (if applicable), CPF Memorandum, & Self-Nomination & Acceptance forms.)

**February 6 – 21:** Publish Call for Nominations (CRS 32-1-804.1).

**February 27:** Mail ballot plan – Request for extension: If your district plans to conduct their election by mail ballot, but it appears you may be cancelling the election due to lack of candidate interest, you can submit a written request to Rose Sanchez of the Secretary of State, requesting a 7-day extension of the mail ballot plan deadline.

**February 29:** Deadline for candidates to file self-nomination and acceptance forms with the DEO (CRS 32-1-804.3). Self-nomination and acceptance forms may be amended once at any time prior to 3:00pm on this date, if the application is deemed not sufficient.

Verify candidate's eligibility to run for board of directors by contacting the county clerk and recorder or the county assessor.

Title 32, Article 1 Special Districts (32-1-804.3(2)) **Candidates for director.** "On the date of signing the self-nomination and acceptance form, a candidate for director shall be an **eligible elector of the special district.**"

Pursuant to CRS 32-1-103(5)(a) an **Eligible Elector** is defined as a person, who at the designated time or event, is registered to vote pursuant to the "Uniform Election Code of 1992", articles 1 to 13 of title 1, CRS., **AND**

(I) Who has been a resident of the special district or area to be included in the special district for not less than 30 days; **OR**

(II) Who, or whose spouse, owns taxable real or personal property situated within the boundaries of the special district or the area to be included within the special district, whether said person resides within the special district or not.

**February 29:** For districts conducting their May 6, 2008 election by mail ballot, file your district's mail ballot plan with the Secretary of State (CRS 1-7.5-105 and SOS Election Rule 12). Send plans to: Rose Sanchez, Elections Divisions, Office of the Colorado Secretary of State, 1700 Broadway, Ste 270, Denver CO 80290. Email: [rose.sanchez@sos.state.co.us](mailto:rose.sanchez@sos.state.co.us)